

Purpose

Training and testing qualification examinations will be administered for all employees who drive/operate State vehicles or equipment.

To train and certify driver/operator of UDOT equipment.

Policy

Training and testing will be administered by the Maintenance Division of the Department of Transportation to certify each employee's ability to operate State vehicles or equipment. Every Highway Operations Specialist I, II, or III, Lead Level, Highway Operations Supervisor, or Station Supervisor who drives or operates (26,001 pound or greater) vehicles is required to certify by:

1. Having a valid Class "A" Commercial Drivers License (CDL) with the "X" Endorsement. Employees hired under the age of 21 must obtain a Class "B" CDL. Then they must upgrade to Class "A" with "X" Endorsements.
2. CDL (A) with N and K endorsement is acceptable for Maintenance Employees under age 21, or with Driver License Division Health Exemption.
3. Receiving a passing grade on UDOT's driver/operator written examination on equipment including safety aspects. Hands-on driving/operating performance is required.

Heavy vehicles are defined as follows: A single vehicle or combination with a gross vehicle weight rating (GVWR) of 26,001 pounds or greater.

UDOT employees who are not Highway Operations Specialists I, II, or III, Lead Level, Highway Operations Supervisors, Station Supervisors, or employees under 21 years old who operate snow equipment only shall be allowed to have a Class "B" CDL. These employees are **ONLY** to operate snowplan equipment. Maintenance employees who operate heavy vehicles beyond snow plows are still required to have a Class "A" CDL and an "X" endorsement.

It is the policy of the Department of Transportation that the physical requirements of jobs be based on whether an incumbent of, or applicant for a job is physically and mentally capable of doing the job effectively without endangering his own life and health or that of others.

CERTIFICATION OF VEHICLE DRIVER/OPERATOR

Employees who operate other equipment weighing less than 26,001 pounds, such as, but not limited to, rollers, farm tractors, mowers, loaders, etc. are required to certify by:

1. Having a valid Utah Operators Drivers License.
2. Receiving a passing grade on UDOT's driver/operator written examination on equipment including safety aspects. (Hands-on driving/operating performance is required on some equipment.)
3. Meeting UDOT health requirements as follows:

Equipment Operators - Physical requirements for personnel who may be required to operate heavy equipment, (except equipment codes 06, 19 and code 1, Class 01 of current equipment classification are the same as that required in the Federal Motor Carrier Safety Regulations 391.41.

Physical Examinations - Employment of individuals into the classification of Highway Operations Specialist or Equipment Operator will be conditioned upon the results of a medical examination performed in accordance with the Federal Motor Carrier Safety Regulations 391.43.

The medical examiner must be approved and/or designated by the Utah Department of Transportation.

Physical Examination for personnel operating heavy equipment may be required at the discretion of the Department but no less often than once every 24 months.

Whenever an employee does not meet the physical requirements of his/her job:

- a. The person must be removed from the job.
- b. Consideration may be given to transferring to another available position within UDOT where the employee could meet the physical requirements and the minimum specification of the job.
- c. If no other position is available in the Department, action will be taken to terminate the employee.

Other classifications may be designated where the incumbent is required to operate heavy equipment

All employees who operate UDOT vehicles, such as, but not limited to, Code 06 or 19 and small trucks Code 02-01 and 01-10 which have gross vehicle weight of less than 26,000 pounds, are required to have a valid Utah Operator's License.

LICENSE REVOCATION OR SUSPENSION

If an employee's license (either CDL or UODL) is revoked or suspended for any reason, it shall be reported within 24 hours to their supervisor. The supervisor shall convey this information within 24 hours to the Maintenance Operations Coordinator in the Division of Maintenance at UDOT headquarters. The duties of the employee will be promptly changed to eliminate the operation of all State vehicles or equipment and the employee's classification and pay may be changed to an appropriate classification and grade for duties assigned, if the condition is prolonged or permanent.

Failure of the employee to promptly report the revocation or suspension of his license may be cause for dismissal. Operating State vehicles or licensed equipment cannot be allowed until the license is again valid.

Procedures

Certification of Heavy Equipment Driver/Operator

UDOT 06A-15.1

Responsibility: Maintenance Operations Coordinator

Actions

1. Coordinates training and testing of all employees within the District/Division who drive/operate heavy equipment (heavy equipment shall be all equipment except equipment codes 06, 19, and Code 01-Class 01 of the current equipment classification.).

Responsibility: Region/District Trainers

2. Develops and conducts testing of all drivers/operators. Verifies that each has a CDL with "X" Endorsement, and received a passing grade on UDOT examination for equipment being operated.
3. Verifies compliance with Federal Motor Carrier health requirements.

Responsibility: Maintenance Operations Coordinator

4. Assists Operations Engineer in developing and updating training material.

Responsibility: Region/District Trainers

5. Evaluates test results and issues certifications.
6. Places copies of certification in personnel files.

Responsibility: Maintenance Operations Coordinator

7. Places copies of certification in personnel files.

Responsibility: Region/District Trainers

8. Keeps up-to-date files of certified equipment drivers/operators and informs Operations Engineer of need for re-certification.